

# KIRKBURTON PARISH COUNCIL

## General Grant Scheme 2019/20

### Introduction

The aim is to make Parish Council grants more accessible to community organisations, whilst ensuring that proper controls are in place to safeguard public funds. The guiding principle is that there must be a benefit to the Parish or to specified groups of Parishioners.

There is provision for emergency applications to be considered even if "out of time" if circumstances are such as to constitute an emergency. In an emergency situation the Grants & Community Projects Committee may recommend to Council that a grant be made, even if it would entail breaching the set budget.

Small Annual and Clock Grants schemes are considered separately within the Special Grants Scheme. Please do not use this form to apply for a Small Annual Grant or a Clock Grant.

### Deadline Dates:

Applications with all the supporting documents must be received by the Council by the following dates:

Friday 25 October 2019 and Friday 6 March 2020.

It may be necessary to table additional meetings if any Emergency applications are received. Details of the additional deadline dates for those meetings will be posted on the website.

Any applications received after the deadline dates or applications which omit any of the required documents, will be referred to the following Committee meeting (if there is one).

## Rules and Criteria

Small general grants of up to £750, may cover up to 100% of the cost of the project.

Medium general grants of between £751 and £2,999, may cover up to 80% of the cost of the project.

Large general grants of £3,000 and upwards, may cover up to 50% of the cost of the project.

There is a maximum general grant of £5,000 for any one application. In the case of Medium and Large grants the applicant must indicate how the remaining cost of the project will be funded before money is released by the Council.

The General Grants Scheme will be administered by the Clerk, who will decide on the eligibility or otherwise of any application. The Council may decide to impose restrictions on the date(s) by which applications must be received and may set budgetary limits, either for the scheme itself or for any section therein. The Grants & Community Projects Committee may refer an otherwise eligible application for more than the set maximum amount, but without recommendation, to Council for decision.

Notwithstanding the foregoing, Committee may make recommendations to Council in the event of receiving an emergency application. Such emergency recommendations must follow the general criteria for grants, including maximum grant allowable, but may be made without regard to timing or budgetary constraints. Any grant made would be charged to the General Grants budget line and would reduce the amount available for later grants. It is a matter for the Committee to decide if a situation is "an emergency".

Eligible applications will be considered by Committee, which will make recommendations to Council. The Committee may recommend payment of an application in full or in part, or may recommend refusal. With the exception of an emergency situation, the Committee may NOT recommend any payment which exceeds the budgetary limit for the category adopted by Council or which would breach any overall budgetary limit imposed by Council. The Committee, at its discretion, may defer consideration of any application before it.

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The eligibility criteria for the Grants Scheme, which applicants must satisfy in full, shall be that:

1. Applications must demonstrate a benefit to the Parish in general, or to a defined section of Parishioners (for example children, over-60s). It is permissible to make an application which restricts benefit to residents of a named village community within the Parish. "Benefit" here includes maintenance of or improvement to the local natural or built environment.
2. Grants may NOT be made to an individual, and may only be made to an organisation which:
  - a) has a written constitution which states the name and aim(s) of the organisation; states the eligibility criteria for membership; requires that there is an AGM at which Officers are to be (re-)elected for a term of office not exceeding 15 months; requires that such Officers are at a minimum Chair, Secretary and Treasurer.
  - b) has an active Bank or Building Society account.
  - c) Applications from churches and schools which, by their nature do not meet the criteria at 2a, will still be eligible for consideration by the Committee, subject to the Council's legal constraints on funding these organisations.
3. On first application for a grant the organisation must supply a copy of its Constitution. The organisation must supply contact details for at least one Officer.
4. The Grants Committee should have information on the financial standing of any applicant organisation, but may choose not to be influenced by this. The minimum necessary information required to be submitted with the first application by an organisation in any municipal year is:
  - a) For an application for a grant of £750 or under, the applicant must provide a copy of its latest bank statement.
  - b) For an application for a grant of £751 or over, the applicant must also provide its most recently published set of accounts.
  - c) Second and subsequent applications for a grant within the same category and municipal year may simply be accompanied by a statement that financial details have already been supplied.
5. Retrospective applications will not be accepted.
6. Applicants in receipt of grants of £251 and above are required to supply a copy of the invoice/s within 9 months of receiving the grant cheque, unless the Group can show a valid reason for the work not being completed within that timescale. A selection of projects will be visited by the Committee Chairman and a local Parish Councillor to view how the grant has been spent.

### **What is the Grants Process / Timescale?**

Applications received by the dates listed overleaf will be considered in the first instance by the Grants and Community Projects Committee, which will make recommendations to the Council. The Council will consider the recommendations and take the final decisions, normally at a meeting around 2 weeks after the Committee meeting. If the application is successful, the cheque will be issued shortly after the Council meeting.

Updates of the recommendations and decisions on grant applications can be viewed on the News Page of the Council's website: <http://www.kbpc.co.uk/News.aspx>

Committee and Council meeting dates can be found on the website: <http://www.kbpc.co.uk/Meetings.aspx>